

Scoil Tír Eiltín

Uimhir Rolla 13286S

Established 1887

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ASSESSMENT AND REPORTING POLICY

Introductory Statement

This policy was formulated by the Principal and Staff of Tirelton National School following an in service training day with the School Development Planning Service in April 2008 and in response to new guidelines issued by the Department of Education and Science regarding Standardized Testing.

Rationale

It is the policy of this school to assess pupils' progress in curricular areas on a continuous basis.

Continuous Assessment includes the following

- Teacher observation
- Teacher designed tasks and tests
- Self-Assessment by pupils
- Samples of pupils work
- Record Keeping
- Annual Report

This continuous assessment will form the basis of Parent / Teacher consultations.

Parent –Teacher meetings will be held formally in November every year but this is subject to change depending on circumstances. Parents are also welcome to discuss their child's progress at any stage of the school year subject to making an appointment with the class teacher.

Standardised Tests will be administered in class on an annual basis from Senior Infants to Sixth Class. These results will be discussed with parents at parent teacher meetings and the STEN score will be given in written form in the child's School Report. At present these are the Micra-T Tests for English and Sigma-T Tests for maths. However these tests may be changed to other similar tests should it be warranted in the opinion of the school staff.

The results of these tests may also be used in the allocation of pupils to classes as per school policy. It is the policy of the school to issue written reports to parents once per academic year. The results of pupil assessments will form the basis of these reports.

Written reports should be:

- Clear, concise and factual
- Presented to the Principal and a copy of the report entered into the pupil file
- Signed and dated

Assessment of Pupils for Supplementary Teaching

Tests are organised by the Learning Support Teacher in conjunction with the class teachers as per Learning Support Policy. Tests used:

- Standardised Tests
- Diagnostic Tests
- Ability Tests (Verbal and Non-Verbal)

Screening Tests and Standardised Tests are administered on a class basis. Pupils who score at or below the 10th percentile or pupils about whom teachers have concerns are referred to the Learning Support Teacher for assessment using diagnostic/ability tests.

Screening tests are given to all pupils during the Infant cycle or 1st Class.

Tests are administered to pupils transferring from another school.

Reporting to Outside Agencies on Individual Pupils

All requests should be notified to the Principal. When the report is complete, it should be sent to the Principal for forwarding to the Outside Agency. The Staff member should keep a copy of the report and a copy should be kept in the school records. A copy of the request should also be kept on file and the reason why the report was sought. The Principal will have the discretion to bring any sensitive reports or requests to the Board of management for their attention, advice or direction.